

Employees Who Worked at Fire-Related Activities During the Fire

In addition to their Report Pay, employees who worked at fire-related activities during the fire may be eligible for additional compensation, as described below. Fire-related activities are defined as on-site work or work performed at emergency centers (including shelters) at the Laboratory's direction during the Laboratory-declared state of emergency.

1. Non-exempt employees who worked during the fire at fire-related activities will be authorized paid time off on a matching basis to the time worked, up to 80 hours. This time may be taken all at once or in segments.

This time off shall be charged to a new time code, NF, which has been established expressly for this purpose. The total number of hours charged in the time and effort (T&E) system shall not exceed what would have been the employee's scheduled number of hours for a given pay week.

or

2. Non-exempt employees who worked during the fire at fire-related activities will receive a cash grant based on their hourly salary (less taxes and other normal and appropriate deductions) and the amount of time they were required to work.

To process a request for a cash grant, managers should use the T&E system. Enter the number of hours worked into T&E for the actual days worked (i.e., correct T&E to add hours during the weeks of May 7 or May 14), using the NF code described above.

3. Non-exempt employees who worked during the fire at fire-related activities may combine options (1) and (2), receiving a combination of time off and cash compensation. Cash compensation will be based on a formula that accounts for the employee's hourly salary (less taxes and other normal and appropriate deductions) and the amount of time they were required to work, less any paid time off granted.
4. Non-exempt employees will receive paid overtime for hours worked at fire-related activities in excess of 40 hours per work week in accordance with AM304 (Overtime).
5. Exempt employees who worked during the fire at fire-related activities may be authorized paid time off, up to three days, at their manager's discretion. This time off shall be charged to a new time code, EF, which has been established expressly for this purpose. Managers may not grant authorized leave with pay (AL) to allow for time off in excess of these three days.
6. Eligible employees may begin claiming these benefits on June 26, 2000. Compensation for time worked during the fire must be claimed by August 15, 2000.
7. Employees who worked during the fire but whose duties were not fire-related (i.e., employees who were on programmatic travel or who worked at home during the fire) are not eligible for additional compensation or time off.